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**City Council Work Session Minutes
Federal Grant Feasibility Analysis**

**Monday, June 10, 2019
6:40 p.m., Community Auditorium**

***Minutes are unofficial until approved by Council.
Council approved minutes as presented August 12, 2019.***

1. ROLL CALL:

Mayor Peter Truax called the Work Session to order at 6:49 p.m.

ROLL CALL: COUNCIL PRESENT: Thomas Johnston, Council President; Timothy Rippe; Ronald Thompson; Elena Uhing; Adolph “Val” Valfre; Malynda Wenzl; and Mayor Peter Truax.

STAFF PRESENT: Jesse VanderZanden, City Manager; Paul Downey, Administrative Services Director; and Anna Ruggles, City Recorder.

2. WORK SESSION: FEDERAL GRANT FEASIBILITY STUDY

VanderZanden facilitated the above-noted work session, noting the purpose of the work session was to address Council’s Objective 3.19, Investigate Federal Grant Opportunities, identified in FY2019-20. VanderZanden reported the Budget Committee instructed staff to conduct research, noting staff met with two consultants (CFM Strategic Communications and Summit Strategies), both who are Oregon-based and well known experts in their field, and who have staff in Washington, D. C., and work closely with the Oregon Delegation and their staff. VanderZanden advised the cost to hire a consultant is \$60,000/year, noting staff is recommending a three-year contract as it often takes that long to recognize, apply and secure a federal grant. VanderZanden noted the scope of work includes identifying 6-8 projects and then applying for grants, noting these grants are updated each year to keep the list current. VanderZanden presented a PowerPoint presentation overview, noting staff created a list of potential federal grant qualifying projects, i.e., Police Station Seismic (up to \$1 million); Police Location Remediation (up to \$.5 million if it qualifies for Brownfield funding); Farmers Market (marketing and development); Historic Renovation; National Endowment for Humanities (Tigard arts trail); and Rail conversion. In addition, VanderZanden advised staff is recommending the following options for Council consideration:

- Option 1: Take no action
- Option 2: Authorize staff to issue a Request for Proposal and execute a three-year contract. *This would require a budget amendment.*
- Option 3: Authorize staff to issue a Request for Interest and have a future work session to determine whether to issue a Request for Proposal. *This would not require a budget amendment at this time.*

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued pertaining to whether it was good timing to approve a budget amendment to execute the contract, recognizing a proposed levy for a new police station is currently underway. In response to various Council inquiries and scenarios pertaining to the above options, VanderZanden advised the monies would come from the General Fund and these funds would not be reimbursed by a grant, to which Council collectively concurred to proceed with Option 3, which does not require a budget amendment, with the exception of Mayor Truax, who preferred proceeding with Option 2, because in the meantime, other municipalities in Washington County are successfully securing federal grants. In conclusion of the above-noted Council discussion, VanderZanden advised staff would hold a follow-up work session to determine next steps, to which Council collectively concurred.

Council took no formal action nor made any formal decisions during the work session.

3. ADJOURNMENT:

Mayor Truax adjourned the work session at 6:59 p.m.

Respectfully submitted,



Anna D. Ruggles, CMC, City Recorder